

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 12 Checklist

Minimum Requirements at Time of Filing

- ☐ check/cash/money order/credit card payment for \$239.00 (**The Court cannot accept a check from debtor[s].**)

Original only of the following:

- ☐ Mailing matrix
 - creditor listing in alphabetical order with correct addresses, not to exceed 4 lines in Courier 10, Prestige Elite or Letter Gothic font, per Local Rule 5005-1.
 - NOTE: Please e:mail matrix; instructions on Court's website www.utb.uscourts.gov
- ☐ Mailing matrix of domestic support creditors, if any, as defined in § 507(a)(1)(A) and (B), formatted as above
- ☐ Petition (Official Form 1 Revised 10/05) signed by debtor(s) and/or attorney/petition preparer (with § 342(b) certification)
- ☐ If an individual,
 1. certification on the petition that debtor received prefiling budget and credit counseling during the 180-day period before the petition was filed, AND a certificate from the counseling agency describing the services provided to the debtor and copy of the debt repayment plan, if any, developed through the agency as required by § 521(b); OR
 2. a request for waiver under § 109(h)(3)(A) on the petition, AND file a separate application for exemption and a pending order granting the application, OR
 3. a request for determination under § 109(h)(4)
- ☐ List of Equity Security Holders (if debtor is a corporation or a partnership)
- ☐ Statement of Social Security Number (Official Form 21)

OVER

Additional Filing Requirements

(must be filed within 15 days after filing the petition)

- ☐ Statement of Financial Affairs (Official Form 7 revised 10/05)
- ☐ Schedules A through J and Summary of Schedules (Official Form B6 revised 10/05)
- ☐ Statement disclosing compensation paid or promised to be paid to the attorney for the debtor
- ☐ Statement re: Notice to Debtor (Official Form 19A)
- ☐ Copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition, by the debtor from any employer of the debtor, or a statement under penalty of perjury concerning payment advices
- ☐ Record of any interest that debtor has in an education individual retirement account or a qualified State tuition program as set forth in § 521(c)

Refer to Standing Orders #1 and 2; Local Rule 5005-1 for Filing Papers-Requirements